

CHAPTER 10 - OBJECTIVES, POLICY AND SCOPE OF OPERATION

MISSION STATEMENT (NMG, Ch. 10)

The Eastern Area Coordination Center (EACC), located in Milwaukee, Wisconsin, is the Geographic Area Coordination Center (GACC) for the 20 northeastern states, Bureau of Indian Affairs (BIA), National Park Service (NPS), Forest Service (FS), Fish and Wildlife Service (FWS), and other cooperating agencies.

The principal mission of the Eastern Area Coordination Center is to provide safe, cost effective and timely coordination for our land management agencies successful emergency response for wildland fire. As a partner in the National Response Framework (NRF) and as interagency cooperators, we will also meet the requirements of all-hazard incidents as directed by the NRF or Presidential and Secretarial direction. This is accomplished through planning, situation monitoring, and expediting resource orders between the Bureau of Indian Affairs Areas, the Bureau of Land Management (BLM), States, the National Association of State Foresters (NASF), Fish and Wildlife Service Regions, Forest Service Regions, National Park Service Regions, National Weather Service (NWS) Regions, Federal Emergency Management Agency (FEMA) Regions through the United States Fire Administration (USFA) and other cooperating agencies.

The Eastern Area Interagency Mobilization Guide (EMG) supplements the National Interagency Mobilization Guide (NMG) and identifies standard area procedures which guide the operations of multi-agency logistical support activity throughout the coordination system. This guide is intended to facilitate interagency dispatch coordination, ensuring the timeliest and cost effective incident support services available are provided. It is designed to accommodate amendments as needed and will be retained as current material until amended. Local mobilization guides should be used to supplement the Eastern Area Interagency Mobilization Guide.

TOTAL MOBILITY (NMG, Ch. 10)

EACC coordinates the positioning and utilization of resources to meet existing and anticipated incident, preparedness, severity, and wildland and/or prescribed fire needs within the Eastern Area regardless of geographic location or agency affiliation.

PRIORITIES (NMG, Ch. 10)

When competition for wildland fire resources occurs within the Geographic Area, EACC will establish Geographic Area priorities and confirm drawdown levels until relieved of this responsibility by the Eastern Area Multi-Agency Coordination group (EA MAC).

When requested, Units will establish priorities for their incidents and wildland fires and report them to EACC.

The single overriding suppression priority is the protection of human life - both, that of our firefighters and of the public.

In setting geographic area priorities and drawdown levels, the following criteria will be considered:

- Protecting communities and community infrastructure, other property and improvements, and natural and cultural resources.
- Maintaining initial attack capability.
- Limiting costs without compromising safety.
- Meeting agency suppression objectives.
- Support to National Response Framework (NRF) tasking's.

A multi-agency coordinating group (MAC) may be established at the request of any member agency. This group will be staffed to the level necessitated by the existing wildfire/incident emergency.

Once established, the Eastern Area MAC group is delegated authority to:

- Establish priorities for fires/incidents within the Eastern area.
- Establish priorities for prepositioning and suppression requirements among units.
- Allocate critical resources.
- Reallocate critical resources when necessary as situations change.

RESOURCE ALLOCATION DECISIONS WHEN THE EA MAC GROUP IS NOT ACTIVATED

Prior to circumstances which trigger activation of the EA MAC Group, any Agency Representative may initiate a conference call with EACC and the other Agency Representatives for the purpose of the gathering and sharing situational intelligence. The conference calls should include a representative from each federal, state and/or compact that could potentially be affected by the current or forecasted weather or events. The purpose of the call to identify potential resource needs and determine the level of interagency support that may be needed to fill anticipated shortages. In such cases, decisions that affect movement of aviation assets and out of GACC resources will be made by the EACC Center Manager, in consultation with the EACG Chair.

The Center Manager will consult with the National Interagency Coordination Center (NICC) and EA Dispatch Centers or sub-geographic MAC groups as appropriate. Decisions by the Center Manager will be relayed to the EACG Chair until the EA MAC group has assembled. Such decisions shall remain in effect after EA MAC group activation and become part of the official record. The EA MAC group will re-evaluate the decisions of the Center Manager in the normal course of business as they assess the situational needs at the time.

LOCAL AND GEOGRAPHIC AREA DRAWDOWN LEVELS AND NATIONAL READY RESERVE (NMG, Ch. 10)

The Eastern Area drawdown levels are established by the EA MAC group and implemented by the EACC Center Manager. EACC will notify the local dispatch offices and NICC of EA drawdown decisions and actions.

SCOPE OF OPERATION (NMG, Ch. 10)

GENERAL

NATIONAL RESPONSE FRAMEWORK (NRF) (NMG, Ch. 10)

The National Response Framework provides a comprehensive, national, all-hazards approach to domestic incident management across a spectrum of activities including prevention, protection, mitigation and recovery. The NRF identifies the Forest Service as the Primary and Coordinating agency for implementing the Emergency Support Function (ESF) #4, Firefighting with the scope of coordinating firefighting activities and providing personnel, equipment, and supplies in support of State, Tribal and local agencies involved in wildland, rural and urban firefighting operations. The NRF also identifies Department of Interior (DOI) as Primary Agency, along with United States Department of Agriculture (USDA), for implementing ESF #11, Agriculture and Natural Resources. The Forest Service and Department of Interior also have Support Agency responsibilities under all 15 Emergency Support Functions.

Activities will be accomplished utilizing established dispatch coordination concepts. The affected GACC will coordinate ordering points with Regional Response Coordination Centers (RRCC) and Joint Field Offices (JFO). As necessary, it will pass on to NICC at Boise, Idaho for national response and logistical support when Geographic Area resources are fully committed. In the event of national level shortages or unavailability, the National Response Coordination Centers (NRCC) through the ESF #4 Desk in Washington, DC will pursue resolution of such shortages. Requests that originate from the NRCC will be processed through the Virginia Interagency Coordination Center (VICC) in Roanoke, Virginia.

Situation and damage assessment information will be transmitted through established fire suppression intelligence channels.

In most cases, federal agencies, when requested to support the NRF, will provide base eight salaries for permanent employees. FEMA will reimburse overtime, travel, and per diem costs for all employees. Base eight salaries may be reimbursed for temporary, Administratively Determined, (AD) and State employees mobilized to assist.

Eastern Area ESF4 Coordinators

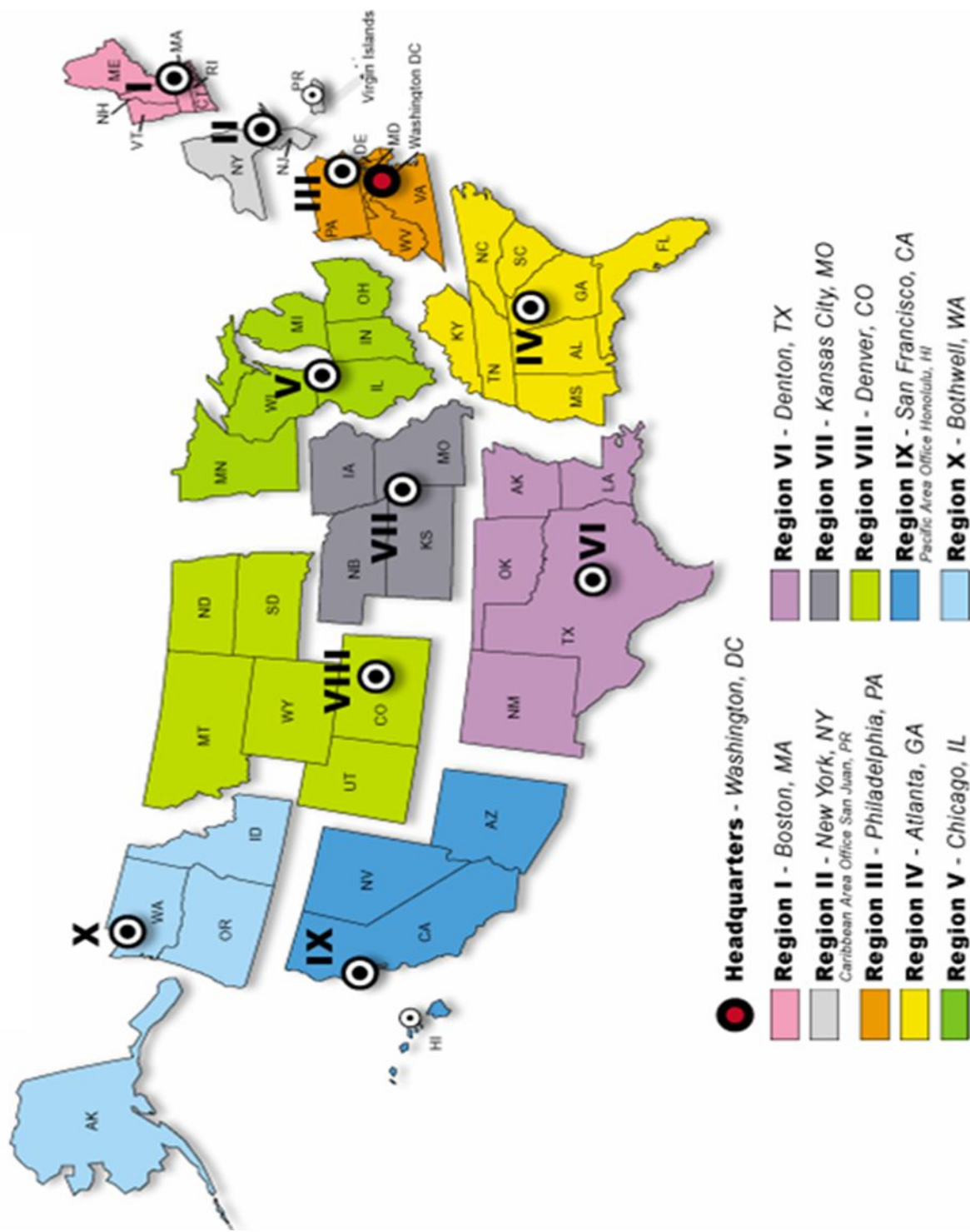
FEMA Region	States Involved	Contact Information
1	Maine, New Hampshire, Massachusetts, Vermont, Connecticut, Rhode Island	Laura McIntyre-Kelly, Eastern Region/Northeastern Area S&PF Office: (414) 944-3812 Cell: (414) 530-1403 24 Hour Operations: 414-944-3811
2	New York, New Jersey, Puerto Rico, U.S. Virgin Islands	Laura McIntyre-Kelly, Eastern Region/Northeastern Area S&PF Office: (414) 944-3812 Cell: (414) 530-1403 24 Hour Operations: 414-944-3811
3	Pennsylvania, Delaware, Maryland, District of Columbia, Virginia*, West Virginia	Laura McIntyre-Kelly, Eastern Region/Northeastern Area S&PF Office: (414) 944-3812 Cell: (414) 530-1403 24 Hour Operations: 414-944-3811
5	Ohio, Indiana, Michigan, Illinois, Wisconsin, Minnesota	Laura McIntyre-Kelly, Eastern Region/Northeastern Area S&PF Office: (414) 944-3812 Cell: (414) 530-1403 24 Hour Operations: 414-944-3811
7	Iowa, Missouri	Laura McIntyre-Kelly, Eastern Region/Northeastern Area S&PF Office: (414) 944-3812 Cell: (414) 530-1403 24 Hour Operations: 414-944-3811
7	Kansas, Nebraska	Scott Sugg, FS Region 2 Office: (303) 445-4369 Cell: (303) 941-2779 24 Hour Operations: (303) 445-4310 - RMCC

*Dispatch of Virginia resources for disaster assistance will be made through the Virginia Interagency Coordination Center (VICC), Roanoke, VA.

The ESF4 Coordinator, FS Region 2, will function as the Regional contact for FEMA Region VII and will work through the Rocky Mountain Area Coordination Center to provide resources and support to disaster assistance in Kansas and Nebraska.

For additional FEMA contact information, please reference EMG, Ch. 70.

Department of Homeland Security Regions Map



FOREST SERVICE RESPONSE PROCEDURES - RESPONSE UNDER NRF

See the FS All-Hazard Response Doctrine and ESF4 Reference Guide for specific response procedures at: <https://www.fs.fed.us/fire/ibp/all-hazard/all-hazard.html>.

FIRE SUPPRESSION ASSISTANCE

Section 420 of the Stafford Act authorizes FEMA to provide federal assistance to the states under certain conditions. Forest Service assistance is provided under terms of the cooperative fire agreement between the Forest Service and the State. Regular Forest Service fiscal procedures are followed as covered under the Forest Service - State agreements and Forest Service fiscal procedures. The FEMA reimbursement is made to the State, unless other arrangements are made. All "fire" fiscal procedures and policy apply.

FEMA PRINCIPLE ADVISOR

The Forest Service has a primary responsibility for providing Principal Advisors and ESF4 personnel to FEMA for technical advice and assistance in support of Section 420 of the Stafford Act (FSM 3142). The Stafford Act authorizes FEMA to provide Fire Management Assistance Grants (FMAGs) to States for the suppression of any wildfire on publicly or privately owned forest or grassland that threatens such destruction as would constitute a major disaster.

The role of the Principle Advisor is to provide FEMA with an assessment of the wildfire situation; the threat posed to individuals and improved structures by the uncontrolled wildfire and the prognosis for the future course of the fire. The Principle Advisor position is typically filled by the Fire Management Officer on the National Forest within the State requesting the assistance, or the closest available National Forest Fire Management Officer. Principle Advisors will be designated by the Regional/Area ESF4 Coordinator (EMG, Ch. 10).

Principal Advisor reference FEMA web site:

https://www.fema.gov/media-library-data/1394820975537-a279bff2a4a300676b870154acec922b/FMAG%20Guide%20Feb%202014_508.pdf

OTHER THAN THE NRF OR FIRE SUPPRESSION ASSISTANCE (SECTION 420)

Without a Presidential declaration of a major disaster, Federal agencies must respond within the limits of their own authorities and agency funds. Appropriations bill language and Comptroller General (CG) decisions exist which can be used to guide the limits of response in individual situations.

COST REIMBURSEMENT - NATIONAL RESPONSE FRAMEWORK (NRF)

Funds to cover eligible expenses will be provided through reimbursement by FEMA. Expenditures eligible for reimbursement in accordance with 44 CFR 206, subpart A, section 206.8, paragraph c include:

- Overtime, travel and per diem for regular Federal personnel.

- Regular time and overtime wages, travel, and per diem of all state personnel, any temporary Federal personnel assigned solely to perform services required to assist in the emergency (AD personnel, seasonal employees).
- Cost of services procured under contract for the purposes of providing assistance.
- Cost of materials, equipment, and supplies (including transportation, repair, and maintenance).
- All costs incurred which are paid from trust, revolving, or other funds, and whose reimbursement is required by law.
- Other costs submitted by an agency with written justification or otherwise agreed to in writing by FEMA (includes indirect burden rates).
- Each DOI agency will be responsible for providing their own financial services and support to their field response operations.

OFFICE OF FOREIGN DISASTER ASSISTANCE (OFDA) (NMG, Ch. 10)

COOPERATIVE AGREEMENTS

All cooperative agreements must be in writing. A copy of the agreement relating to adjacent units/areas outside of the Eastern Area and/or National resources will be furnished to EACC.

MOBILIZATION/DEMOBILIZATION (NMG, Ch. 10)

EACC facilitates the mobilization and demobilization of resources between the 20 Northeastern States, the BIA, the NPS, the FWS, the FS, the NWS, and other cooperators.

When resources are required, requests will be placed through established dispatch channels and documented through the Resource Ordering and Status System (ROSS). Resource orders received through proper dispatch channels provide the only authority for individuals to make travel arrangements and to expend funds to an incident charge code.

Any deviation from special needs and/or requirements as indicated on the ROSS resource order must be approved in advance by the requesting unit or incident and must be followed up by documenting the agreed upon changes in ROSS.

Units filling requests are responsible for ensuring the resources dispatched meet criteria specified in the National Interagency Mobilization Guide and/or the National Wildfire Coordinating Group (NWCG) Wildland Fire Qualification System Guide (PMS 310-1). All dispatchers, fire managers, and firefighters will follow safety guidelines, policies, risk analyses and management guidelines to minimize exposure to hazards.

To manage fatigue, every effort should be made to avoid off unit (excluding IA response) mobilization and demobilization travel between 2200 hours and 0500 hours local time.

A request will not be processed after the fact for a resource that has self-dispatched and has not gone through official dispatch channels.

WORK/REST, LENGTH OF ASSIGNMENT AND DAYS OFF (NMG, Ch. 10)

To maintain safe and productive incident activities, incident management personnel must appropriately manage work and rest periods, assignment duration and shift length for all incident personnel.

To assist in mitigating fatigue, days off are allowed during and after assignments. If necessary to reduce fatigue, the Type 1/2 Incident Commander (IC) or Agency Administrator (AA) (incident host or home unit) may provide time off supplementary to mandatory days off requirements.

For Type 3 - 5 incidents, paid days off should be the exception. However, if necessary, the Agency Administrator (incident host or home unit) may authorize day(s) off with pay.

The IC or AA authority to grant a day off with pay lies within 5 USC 6104, 5 CFR 610.301-306, and 56 CG Decision 393 (1977).

Work/Rest Guidelines

Work/rest guidelines should be met on all incidents. Plan for and ensure a 2:1 work to rest ratio (for every 2 hours of work or travel, provide 1 hour of sleep and/or rest).

Work shifts that exceed 16 hours within a 24 hour period and/or consecutive days that do not meet the 2:1 work/rest ratio should be the exception, and no work shift should exceed 24 hours. However, in situations where this occurs for example, initial attack, incident management personnel will resume the 2:1 work/rest ratio as quickly as possible.

The intent of the guidelines is to manage fatigue and provide flexibility for IC's and AA's managing initial attack, extended attack, and large fires. The guidelines are designed to ensure that for every 2 hours of work or travel, 1 hour of time off should be provided within a 24-hour period. It does not matter when the 24-hour period starts; all time recorded on the clock is counted as hours of work; time off the clock is counted as hours of rest, including meal breaks.

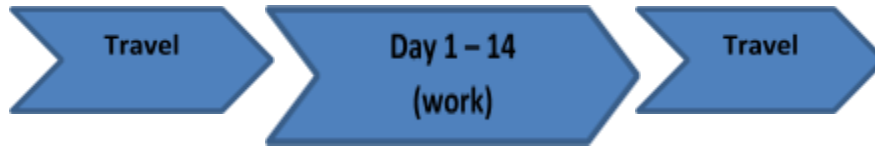
The IC or AA must justify shifts that exceed 16 hours and those that do not meet the 2:1 work to rest ratio. Justification will be documented in the daily incident records. Documentation shall include mitigation measures used to reduce fatigue.

The work/rest guidelines do not apply to aircraft pilots assigned to an incident. Pilots must abide by applicable Federal Aviation Administration (FAA) guidelines or agency policy, if more restrictive.

Length of Assignment

Assignment Definition: An assignment is defined as the time period (days) between the first full operational period at the first incident or reporting location on the original resource order and commencement of return travel to the home unit.

Length of Assignment: Standard assignment length is 14 days, exclusive of travel from and to home unit.



Time spent in staging and preposition status counts toward the 14 day limit, regardless of pay status, for all personnel, including Incident Management Teams.

Days Off: After completion of a 14 day assignment and return to the home unit, two (2) mandatory days off will be provided (2 after 14) (State regulations may preclude authorizing this for State employees). Days off must occur on the calendar days immediately following the return travel in order to be charged to the incident (5 U.S.C. 6104, 5 CFR 610. 301-306, and 56 Comp. Gen. Decision 393 (1977)). If the next day(s) upon return from an incident is/are a regular work day(s), a paid day(s) off will be authorized.

Pay entitlement, including administrative leave, for a paid day(s) off cannot be authorized on the individual's regular day(s) off at their home unit. Agencies will apply holiday pay regulations, as appropriate. A paid day off is recorded on home unit time records according to agency requirements.

Casuals (ADs) and contract resources are not entitled to paid day(s) off upon release from the incident or at their point of hire.

Home unit Agency Administrators may authorize additional day(s) off with compensation to further mitigate fatigue. If authorized, home unit program funds will be used.

All length of assignment rules apply to aviation resources, including aircraft pilots (notwithstanding the FAA and agency day off regulations).

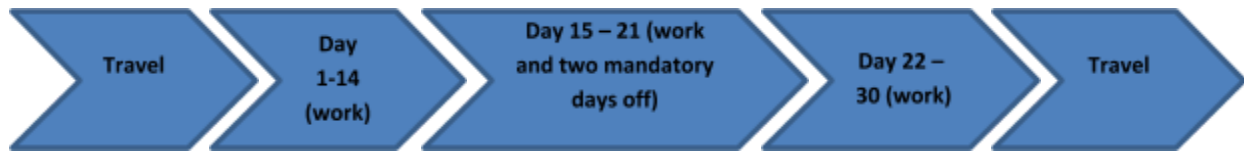
Assignment Extension

Prior to assigning incident personnel to back-to-back assignments, their health, readiness, and capability must be considered. The health and safety of incident personnel and resources will not be compromised under any circumstances. Personnel should anticipate the possibility of an extension when taking an assignment to Alaska. Assignments may be extended when:

- Life and property are imminently threatened,
- Suppression objectives are close to being met, or
- Replacement resources are unavailable, or have not yet arrived.

Upon completion of the standard 14 day assignment, an extension of up to an additional 14 days may be allowed (for a total of up to 30 days, inclusive of mandatory days off, and exclusive of travel).





Contracts, Incident Blanket Purchase Agreements (I-BPAs), and Emergency Equipment Rental Agreements (EERAs) should be reviewed for appropriate pay requirements and length of assignment. If the contract, I-BPA, or EERAs do not address this, the incident Finance/Administration Section Chief or the procurement official should be consulted as to whether compensation for a day off is appropriate.

Single Resource/Kind Extensions

The Section Chief or Incident Commander will identify the need for assignment extension and will obtain the affected resource's concurrence. The Section Chief and affected resource will acquire and document the home unit supervisor's approval.

The Incident Commander approves the extension. If a convened Geographic or National Multi-Agency Coordinating Group (GMAC/NMAC) directs, the Incident Commander approves only after GMAC/NMAC concurrence.

If the potential exists for reassignment to another incident during the extension, the home unit supervisor and affected resource will be advised and must concur prior to reassignment.

The use of the national Resource Extension Form is required. The form can be found in the EMG, Chapter 80 or on the internet at: https://www.nifc.gov/nicc/logistics/coord_forms/Extension_form.pdf

- Follow home unit dispatch office guidelines for notification to the dispatch office.
- For all single overhead resources, the incident will work directly with the home unit to obtain approval signatures in the following order.

Incident Management Team Extensions

IMT extensions are to be negotiated between the Agency Administrator, the Incident Commander and the sending and hosting GACC/GMAC. NMAC approval is required for Type 1 IMTs and Area Commands.

NMAC, at any time, can request a geographic area to utilize an out of geographic area IMT (planned replacement need), in order to maintain currency for an IMT that has not had an assignment.

The Assignment Extension Form can be found in Chapter 80.

INCIDENT OPERATIONS DRIVING (NMG, Ch. 10)

These standards address driving by personnel actively engaged in wildland fire or all-hazard response activities, including driving while assigned to a specific incident or during initial attack fire response (includes time required to control the fire and travel to a rest location). In the absence of more

restrictive agency policy, these guidelines will be followed during mobilization and demobilization as well. Individual agency driving policies shall be consulted for all other non-incident driving.

- Agency resources assigned to an incident or engaged in initial attack fire response will adhere to the current agency work/rest policy for determining length of duty day.
- No driver will drive more than 10 hours (behind the wheel) within any duty day.
- Multiple drivers in a single vehicle may drive up to their agency's duty day limitation provided no driver exceeds the individual driving (behind the wheel) time limitation of 10 hours.

A driver shall drive only if they have had at least 8 consecutive hours off duty before beginning a shift.

Exception: Exception to the minimum off-duty hour requirement is allowed when essential to:

- Accomplish immediate and critical suppression objectives.
- Address immediate and critical firefighter or public safety issues.
- As stated in the current agency work/rest policy, documentation of mitigation measures used to reduce fatigue is required for drivers who exceed 16 hour work shifts. This is required regardless of whether the driver is compliant with the 10 hour individual (behind the wheel) driving time limitations.

INITIAL ATTACK DEFINITION (NMG, Ch. 10)

Initial Attack (IA) is a planned response to a wildfire, given the wildfire's potential fire behavior. The objective of initial attack is to stop the wildfire and extinguish it in a manner consistent with firefighter and public safety and values to be protected.

An initial attack wildfire is generally contained by resources initially dispatched, without significant augmentation of reinforcements, within two hours after initial attack, and full control is expected within the first burning period.

Dispatch centers are to inform all resources of the name of the assigned Incident Commander and all other pertinent information. All changes in Incident Command leadership will be announced to assigned and incoming resources during initial and extended attack incidents. This information should also be relayed to Fire Management staff.

Initial attack involving the commitment of resources across recognized dispatch boundaries must comply with the following guidelines:

- Resources dispatched are identified in formalized Agreements, Operating Plans, or Memorandum of Understanding and are located on or adjacent to mutual jurisdictional wildland fire management boundaries.
- At the time it becomes evident the incident will not be contained during the first operational period, resources involved will be formally ordered through established ordering channels.
- EACC may order initial attack air tankers directly from the Southern Area Coordination Center (SACC).

RESOURCE MOBILIZATION (NMG, Ch. 10)

To ensure safe and efficient mobilization of resources to incidents, resources are requested and mobilized using the Resource Ordering and Status System (ROSS). Standard interagency mobilization processes are identified within the Interagency Standards for the ROSS Operations Guide (ISROG) located at the following website: <https://www.nifc.gov/nicc/logistics/references/ISROG.pdf>

NICC will not process requests for resources “after the fact”, i.e. requests for resources that have mobilized to an incident prior to being requested in ROSS and receiving a resource order.

NICC will not process requests for Task Forces. In order to facilitate a timely, cost effective response to wildland fire incidents, Task Forces may be configured and mobilized locally, however requests for Task Force components will be placed as individual single resource requests through established ordering channels.

The Mobile Food & Shower Service Request Form, the Aircraft Flight Request/Schedule Form, the Infrared Aircraft Scanner Request Form, and the Preparedness/Detail Request Form are the approved forms (see chapter 80) that, when associated with a ROSS request, satisfy documentation required of resource mobilization. Responsible agency management fiscal codes must be included on each approved form.

Prior to incident mobilization, all resources will be requested, by a standard resource categorization and identified with a unique request number through established dispatch channels.

The standard categorization system is:

A = Aircraft

O = Overhead

C = Crews

E = Equipment

S = Supplies

A two letter (alpha) identifier for the state in which the responsible agency is located, followed by a three or four character (alpha and/or numeric) for the responsible agency, and a unique order or incident number containing a maximum of six (6) characters (alpha and/or numeric) will make up the incident/project order number.

Resources assigned to incidents will be identified by a two (2) letter (alpha) identifier for the State in which the resource is based, followed by a three (3) or four (4) character (alpha and/or numeric) for the sending agency. See https://www.nifc.blm.gov/unit_id/Publish.html for list

RESOURCE MOBILIZATION PRIORITIES

The Eastern Area Multi-Agency Coordinating Group (EACG), in concert with various affiliates, has established priorities for resource mobilization.

The priorities are as follows:

1. Resources represented by the National Wildland Fire Coordinating Group (US Forest Service, National Park Service, US Fish and Wildlife Service, Bureau of Indian Affairs, and the twenty Northeastern States)
2. Casual Hires
3. Contractors

DEMOBILIZATION

To manage fatigue, every effort should be made to avoid off unit (excluding IA response) mobilization and demobilization travel between 2200 and 0500 local time.

Occasionally, the availability of transportation or other circumstances dictate time frames for demobilization. If resources cannot reasonably be expected to arrive home by 2200 hours local time, mitigation measures are to be taken (such as remain overnight at a local hotel or mob center) and documented on the resource order.

NONSTANDARD DEMOBILIZATION

There are several nonstandard demobilization scenarios, such as when an agency requests an individual to be released, family emergency, medical issue or disciplinary demobilization. It is important to involve EACC and IARRs (Interagency Resource Representatives) in these instances. When an emergency situation arises, confidentiality of the individual involved is to be strictly maintained.

- **Agency Requested Release:** When the sending unit requests an employee to be released due to unforeseen commitments, i.e. testimony for a trial or human resource issues.
- **Emergency Release:** When a family emergency occurs, a family member or friend is to contact the home dispatch unit, who will initiate an emergency release form. The home dispatch unit will follow the chain of command to relay the message to EACC. EACC will deliver the message through standard dispatch channels and through an IARR, if available. All documentation of emergency releases must pass through EACC.
- **Medical Release:** When there is a medical emergency on an incident EACC will be notified through standard dispatch channels and/or through an IARR, if available. EACC will notify the sending dispatch unit. Provisions should be made to address any special needs, i.e. help deplaning, agency appointed escort, ambulance or special vehicle for transportation.
- **Disciplinary Release:** When a resource is released for disciplinary reasons, no reassignment will be considered. If a crew member is involved, the IARR, if available, will notify EACC. EACC will notify the home unit. The home unit will be responsible for disciplinary action.

MOBILIZATION CENTER CRITERIA

A mobilization center is defined as an off-incident location at which personnel and equipment are temporarily located pending assignment, release, or reassignment.

EACC will create a ROSS order to activate a mobilization center. The Mobilization Center Manager is responsible for the mobilization center's operational oversight.

Eastern Area has three levels for mobilization center activation.

- Level 1 - National or Area Activation
- Level 2 - Local Activation
- Level 3 - Activation, long term

Level 1 and Level 3 Mobilization Centers are normally activated and supported by the EACC to meet the needs of the geographic area and national level.

Level 2 Mobilization Centers are normally activated and supported by a local area to meet a local area need.

Eastern Area Mobilization Center Activation Plan is updated annually by March 1 and posted on the EACC web page.

MOBILIZATION CENTERS

Designated centers within the Eastern Area and the units responsible for staffing them are identified below. Temporary mobilization centers may be designated at the discretion of the EA MAC Group or EACC.

When mobilization centers are activated under Level 1 or Level 3, they fall under the direction of EACC unless specifically redirected by the Center Manager.

Eastern Area Mobilization Centers

Responsible Unit	Mobilization Point
Minnesota Interagency Coordination Center	DLH Duluth, MN
Missouri-Iowa Coordination Center	STL St. Louis, MO
Northeastern Interagency Coordination Center	MHT Manchester, NH
Pennsylvania Department of Conservation and Natural Resources	MDT Harrisburg, PA

Each mobilization center must provide EACC with a copy of their annual operating plan by March 1.

Items to consider when operating a Mobilization Center:

- Feeding capability (local or on-site)
- Sanitation (service contract for portable toilets and hand/face washing)
- Gray water pumping for kitchen, if on site
- Showers available (on site or local – i.e. school, armory)
- Shelter day/night (sleeping, shade, inclement weather, lighting)
- Communications (internal (loudspeaker system), external sites, radios, fax, phone)
- Security (day/night)
- Transportation
- Supplies (minimal cache)

- Medical Station (first aid capability)
- Support personnel recommended for staffing: STAM, FACL, GSUL, CAMP, SEC2, EMTB, SOFR, PTRC, and micro-purchaser

DEMOBILIZATION FROM A MOBILIZATION CENTER

The mobilization center will coordinate with the home unit to confirm transportation details from the mobilization center to the home unit. Transportation for arriving resources should be at the mobilization center 1-1/2 hour prior to scheduled aircraft arrival time.

All sending units are requested to notify their home dispatch of any contacts, travel plans, or ETAs received from their personnel that have not come through normal dispatch channels.

EACC will be notified if a crew will be in travel status after 2200 hours local time.

WILDLAND FIRE ENTRAPMENT/FATALITY (NMG, Ch. 10)

Entrapment: A situation where personnel are unexpectedly caught in fire behavior related, life-threatening positions where planned escape routes or safety zones are absent, inadequate, or have been compromised. An entrapment may or may not include deployment of a fire shelter for its intended purpose. This situation may or may not result in injury. This situation includes “near misses.”

In the event that a wildland fire entrapment or fatality occurs, it should be reported immediately to EACC. EACC will report the occurrence to NICC.

A Wildland Fire Entrapment/Fatality Initial Report should be completed and mailed to EACC and the NICC electronically or by fax machine within twenty-four (24) hours. Submit this report even if some data is missing. The Wildland Fire Entrapment/Fatality form (EMG, Ch. 80) is located on the EACC web site: https://gacc.nifc.gov/eacc/logistics/dispatch/dispatch_forms.htm. Subsequent to the Initial Report, the investigation and review shall be conducted following agency specific policies and NWCG Guidelines.

NATIONAL RESOURCES (NMG, Ch. 10)

NOTIFICATION OF COMMITMENT OF NATIONAL RESOURCES (NMG, Ch. 10)

When requested, Eastern Area units will notify EACC of the commitment of National Resources within their local area. Notification of National Resource commitment will be obtained via ROSS notification and/or via phone call within fifteen (15) minutes of commitment when National Resources:

- Are committed internally to an incident or are no longer available for dispatch.
- Are available again.
- Have location changes or - at the time 50% of the Smokejumpers at home bases are dispatched committed.

UNABLE TO FILL (UTF) PROCEDURE (NMG, Ch. 10)

A 48 hour “UNABLE TO FILL” policy exists nationally. NICC will return requests to the ordering GACC with a “UTF” no more than 48 hours after receipt, unless notified that the order can be filled. NICC will not accept or process any request previously UTF’d unless a new request number is assigned.

STANDARD CUBES, WEIGHT AND GEAR POLICY FOR ALL PERSONNEL (NMG, Ch. 10)

All personnel dispatched off their unit must conform to the following limitations:

- One frameless, soft pack not to exceed 45 pounds.
- Web gear or briefcase (not both), not to exceed 20 pounds.
- Maximum allowable crew weight, including equipment, is 5,300 pounds.
- All personnel baggage weights must be displayed separately from individual weights on flight manifests.
- Pre-identified Type 1 Incident Management Team members are authorized additional weight not to exceed 300 pounds, for equipment per team. The Incident Commander must designate, in advance, which team members are authorized additional weight and make this a matter of record.
- Excluding Smokejumpers, Rappellers, and Helicopter Managers - Refer to Chapter 20.

WILDLAND FIRE WEATHER FORECASTS (NMG, Ch. 10)

Dissemination of fire weather information: Incident commanders will be responsible for communicating current and expected fire weather information to all suppression resources prior to and during any line assignment.

COST CODING (NMG, Ch. 10)

Refer to Chapter 10 in the National Interagency Mobilization Guide (NMG) for BLM, BIA, NPS, FWS, and FS cost coding procedures.

NATIONAL FIRE PREPAREDNESS PLAN (NMG, Ch. 10)

WHY PREPAREDNESS LEVELS ARE ESTABLISHED (NMG, Ch.10)

- To identify the level of wildland fire, prescribed fire, all-hazard and severity resource commitment within the Eastern Area.
- To identify actions to be taken by Agency Administrators, Area Coordinators, the EACG, and local dispatch offices to assure an appropriate level of preparedness/readiness for the existing and potential situation.
- To guide and direct Area or Unit Fire Management activities when essential to ensure area preparedness or in response to situations within the Area or to the national situation.

GEOGRAPHIC AREA PREPAREDNESS LEVELS (NMG, Ch.10)

Eastern Area preparedness levels are determined from information provided by units and predictive services personnel. Preparedness levels may limit activities within the area to ensure that sufficient

resources are available for area mobilization. See the National Interagency Mobilization Guide for National Preparedness Level descriptions.

The Eastern Area Center Manager or acting will monitor the Area wildland fire and all-hazard situations to determine preparedness levels. As levels increase, all management direction/considerations from each previous level will automatically be continued at the next higher level.

Area preparedness levels are determined from the ground up, and at the higher levels may constrain activities in a single unit not experiencing similar activity.

EASTERN AREA PREPAREDNESS PLAN

Preparedness levels are determined by specific management direction with consideration to predicted fire behavior, weather, resource availability, fire danger, and activity levels.

UNIT PREPAREDNESS PLAN

Unit preparedness levels are determined in accordance with agency/bureau/state/tribal direction through Agency Directives. Similar preparedness processes should take place at interagency and unit dispatch centers.

PREPAREDNESS LEVEL DESCRIPTION

The following tables specify actions that the Eastern Area (EA) will take in providing incident support capability suited to the hazard, risk, and situation complexity. Each action specified under a PL is in addition to all actions taken in the preceding PL.

ALL PREPAREDNESS LEVELS	
DESCRIPTION:	
Wildland Fire: The following activities apply regardless of the level of incident activity.	
All Hazard: Potential exists for all-hazard involvement.	
Management Direction/Consideration	Responsibility
A. Report wildland and prescribed fire activity via the Interagency Situation Report program as directed by EACC.	Unit Administrator/Dispatch Center
B. For all incidents that meet the large fire criteria, prepare an ICS-209 and submit via FAMWEB system. (Eastern Area and National Interagency Mobilization Guides, Chapter 60)	Incident Commander/Dispatch Center
C. Provide EACC with timely intelligence on existing and emerging situations.	Unit Administrator/Dispatch Center
D. Provide 7-day product.	EACC Predictive Services
E. Staff Dispatch Centers commensurate with the level of incident activity and resource order workload not only at the local level but also the Eastern Area and National activity levels. This will range from providing an after hours contact to staffing the center on an extended shift basis.	Fire Management Officer

PREPAREDNESS LEVEL 1	
DESCRIPTION: Wildland Fire: Minimal activity area wide. Most Fire Danger Rating Areas have low to moderate fire danger and probability of significant incident occurrence. Potential for escaped fires is low. Minimal commitment of Eastern Area resources. Units are handling all incidents without outside resources. All Hazard: Potential exists for all-hazard involvement.	
Management Direction/Consideration	Responsibility
A. EACC staffed as appropriate. Outside of business hours, a Duty Officer will be on-call.	EACC Center Manager
B. Monitor daily situation reports.	EACC Predictive Services

PREPAREDNESS LEVEL 2	
Description: Moderate activity. At least several Fire Danger Rating Areas with Moderate to High fire danger and the possibility of significant incident occurrence. Potential for escaped fires is moderate. Potential exists for fires becoming Class D or larger. Little or no commitment of Eastern Area Resources in the EA, although national mobilization may be occurring. All Hazard: Potential exists for all-hazard involvement.	
Management Direction/Consideration	Responsibility
A. EACC staffed as appropriate. Outside of business hours, a Duty Officer will be on-call.	EACC Center Manager
B. Consider severity needs.	Area Administrators
C. Consider coordinating the issuance of press releases that highlight interagency current conditions and a brief outlook.	Area Administrators

PREPAREDNESS LEVEL 3	
DESCRIPTION: Wildland Fire: Several Fire Danger Rating Areas are experiencing High or greater fire danger and/or two or more units experiencing significant incidents. Potential exists for fires becoming Class E or larger. Potential for Incident Management Team mobilization is regularly present and/or one IMT is on standby or committed to an incident. Initial Attack resources are heavily committed within some local dispatch areas requiring frequent mobilization of EA/Compact resources. All Hazard: Significant All-Hazard incident event, hurricane landfall, possible within the EA within the next 72 hours. FEMA is considering issuing mission assignments.	
Management Direction/Consideration	Responsibility
A. EACC staffed 0700-1700 seven days a week. Hours may be extended, according to activity occurring. Consider standing up a Decision Support group at EACC.	EACC Center Manager
B. Provide daily weather briefing.	EACC Predictive Services
C. Coordinate pre-positioning of resources.	EACC
C. Consider activation of the MAC Group if resource competition, incident workload or agency interests indicate the need.	EACC Center Manager/MAC

D. Mobilize aviation assets (Water Scoopers/Air tankers/Helicopters) into the Eastern Area as appropriate.	EACC Center Manager
E. Consider weekly conference calls with Dispatch Centers.	EACC Center Manager
F. Consider weekly Aviation calls.	EACC Center Manager
G. Ensure qualified personnel are available for assignment.	Agency Administrator
H. Consider opening pre-identified Mobilization Centers/Staging Areas.	EACC Center Manager
I. Notify EACG if it appears that the PL will go beyond PL-3.	EACC Center Manager

PREPAREDNESS LEVEL 4	
DESCRIPTION: Wildland Fire: Several Fire Danger Rating Areas are experiencing Very High or greater fire danger. Multiple units are experiencing fires requiring additional resources mobilized from outside the EA. Aviation resources are critical to success. No improvement in the predicted weather is expected for at least 48-72 hours. Two or more Incident Management Teams are committed in the Eastern Area. All Hazard: Significant All-Hazard event, hurricane landfall, possible within the EA within the next 24 hours. FEMA is considering issuing mission assignments.	
Management Direction/Consideration	Responsibility
A. Activate the MAC Group.	EACG
B. Allocate resources according to priorities.	EACC Center Manager/MAC
C. Open pre-identified Mobilization Centers/Staging areas as appropriate.	EACC Center Manager
D. Consider activating Interagency Public Information Group	EACC Center Manager/MAC
E. Activate a Decision Support Group at EACC. Staff as needed based upon need and severity.	EACC Center Manager
F. Consider prepositioning Incident Management Teams.	MAC
G. Consider prepositioning Safety Officers and Type 3 Incident Commanders/teams.	Center Manager/MAC
H. Mobilize additional aviation assets (Water Scoopers/Air tankers/Helicopters) into the Eastern Area as appropriate.	EACC Center Manager
I. Consider activation of Aviation Safety Assistant Teams.	MAC
J. Notify the NICC and all EA dispatch centers when MAC Group is operational. Notify Incident Commanders of call-in protocols and reporting template. Coordinate conference line, activation of MAC group coordinator, and other specialists in consultation with the MAC Group.	EACC

PREPAREDNESS LEVEL 5	
Description: Several State/Federal units are experiencing major fires which have the potential to exhaust all resources, while numerous new fires and/or resource commitments continue to occur. Most, if not all, the resources within the EA are committed. As resources become available, they are immediately reassigned to other incidents. The majority of support is coming from outside the EA. No improvement in the weather is predicted for at least 72 hours. All Hazard: Significant All-Hazard event has caused extensive damage. FEMA has issued mission assignments related to the response.	
Management Direction/Consideration	Responsibility

A. Intensify coordination efforts with all wildland fire protection agencies.	MAC
B. Dispatch Centers staffed 7 days a week to provide coverage/service for affected units.	Fire Management Officers
C. Assess risk and impacts of the proposed actions and discuss with the National MAC Group.	MAC

PREPAREDNESS LEVEL 5 to 4

Description: Large fire potential has decreased. Most critical needs for ongoing large fires or incidents have been met. No longer receiving new mission assignment for all-hazard incidents.

PREPAREDNESS LEVEL 4 to 3

Description: Competition for resources has decreased. Team commitment across the area is decreasing. Ordering for hurricane or all-hazard support has decreased and critical needs have been met.

PREPAREDNESS LEVEL 3 to 2

Description: The majority of significant fires are releasing resources and reaching containment. Initial attack resources are becoming available. Fuels and weather conditions are not conducive for significant fire growth. Requests for hurricane or all hazard support is greatly diminished.

NATIONAL MULTI-AGENCY COORDINATING GROUP (NMAC) ORGANIZATION (NMG, Ch. 10)

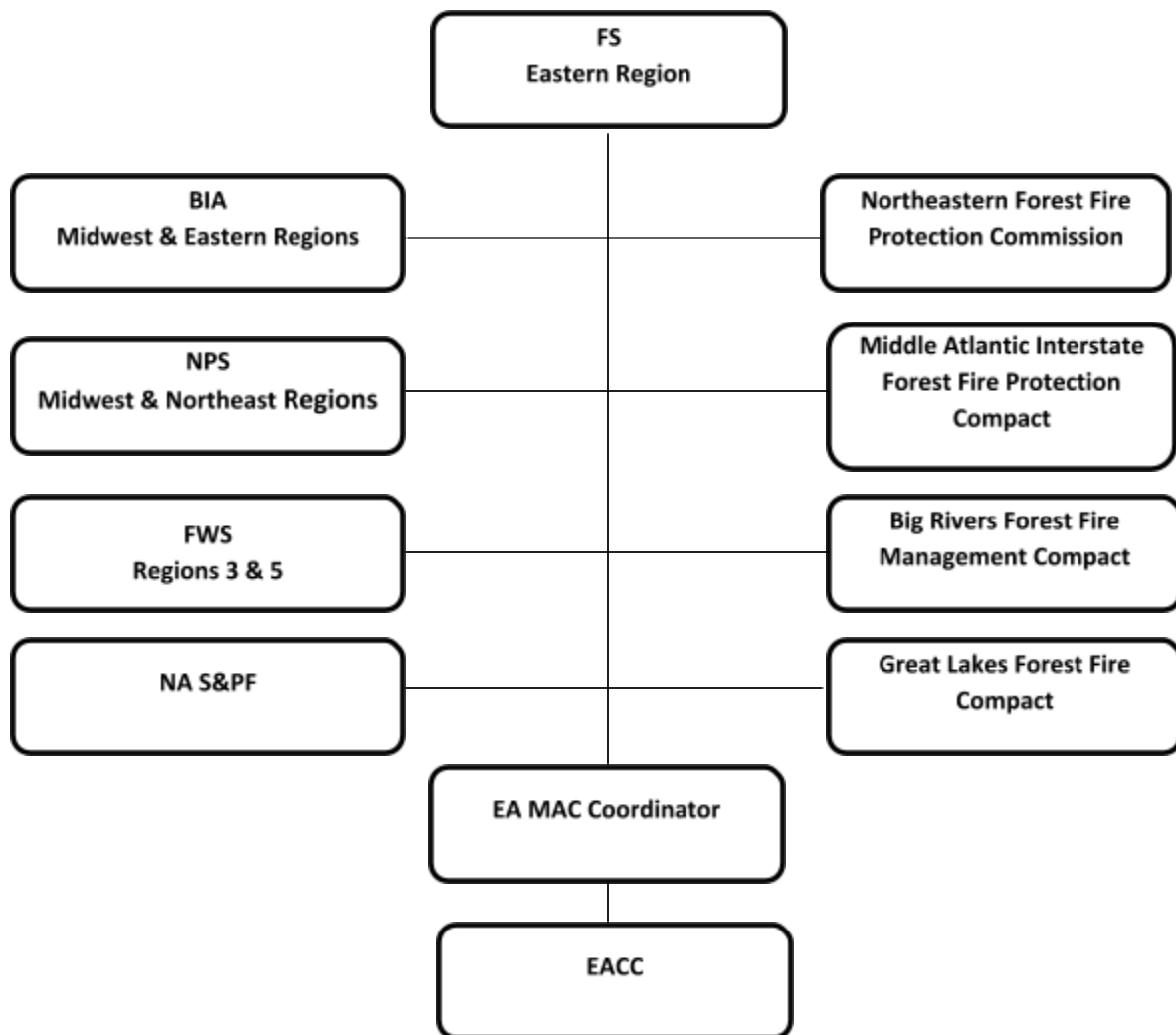
NIFC DIRECTORS' DELEGATIONS (NMG, Ch. 10)

MULTI-AGENCY COORDINATING GROUPS (MAC) ORGANIZATION (NMG, Ch. 10)

NMAC ROLES/RESPONSIBILITIES (NMG, Ch. 10)

RESPONSIBILITIES of GMACs (NMG, Ch. 10)

- Determine and set Geographic Area priorities.
- Acquire, allocate, and reallocate resources.
- Issue coordinated Situation Assessment Statements.

EASTERN AREA MAC (EA MAC) GROUP

There may be a need for Geographic Areas to activate their MAC Groups (GMAC) when the National Preparedness Level is at a 5, enabling Geographic Area response to requests and direction from the NMAC.

MAC Group: A combination of facilities, personnel, equipment, procedures, and communications integrated into a common system with responsibility for coordination of resources from assisting agencies and support to multi-agency fire suppression operations within the Eastern Area. A MAC group should be established at the area or unit level when criteria for establishment are met.

Agency Administrator: Those personnel staffing line management positions in the highest tier of the organization within the Eastern Area. Examples are:

- Bureau of Indian Affairs - Area Director
- National Park Service - Regional Director
- Fish and Wildlife Service - Regional Director

- Forest Service - Regional Forester
- Northeastern Area S&PF - Area Director
- State Compacts - Compact Chairperson

Unit Administrator: Personnel staffing field line management positions within the Eastern Area. Examples include:

- Bureau of Indian Affairs - Agency Superintendents/Tribal Council
- National Park Service - Park Superintendents
- Forest Service - Forest Supervisors
- Fish and Wildlife Service - Refuge Managers
- State Division of Forestry - Local Foresters

EACC Center Manager: Serves as an advisor to the MAC group.

EASTERN AREA MAC GUIDELINES

A. Composition of the EA MAC Group.

The EA MAC group is made up of personnel from those agencies that have jurisdictional responsibility and those who are heavily supporting the effort or may be significantly impacted by the lack of local resources.

Agency representatives should be fully authorized to represent their agency (commits resources and authorizes expenditure of funds).

Typically a geographic area EA MAC group would include:

- Regional Director/Fire Operations officer level for Forest Service
- State Forester/Deputy State Forester level for State agencies
- State Fire Management Officer level for the Bureau of Land Management
- Area Fire Management Officer for the Bureau of Indian Affairs
- Regional Fire Management Officer for the National Park Service
- Regional Fire Management Coordinator for Fish and Wildlife Service

B. Roles and responsibilities of the EA MAC group are as follows:

- Prioritizes incidents.
- Ensures the collective resource situation status, by agency, is provided and current.
- Determines specific resource requirements, by agency.
- Determines resource availability by agency (available for out of geographic area assignments).
- Determines need for and designates mobilization and demobilization centers.
- Allocates limited resources to incidents based on priorities.
- Anticipates future resource needs.
- Reviews policies/agreements for resource allocations.

- Reviews need for other agencies involvement.
 - Provides necessary liaison with out-of-area agencies as appropriate.
 - Critiques operation and recommends improvements.
- C. The EA MAC Coordinator serves as a facilitator in organizing and accomplishing the mission, goals, and direction of the EA MAC group. The position provides expertise on the functions of an EA MAC organization and the proper relationships with dispatch centers and incidents. Initially, the duties of the EA MAC are carried out by EACC.

The EA MAC Coordinator needs to be highly skilled in incident management and National Incident Management System (NIMS). Experience in an area or zone coordination center, or as a planning section chief and/or completion of the national EA MAC training is desirable.

The EA MAC group coordinator performs the following:

- Fills and supervises necessary unit and support positions, as needed, in accordance with coordination complexity.
 - Arranges for and manages facilities and equipment necessary to carry out the EA MAC group functions.
 - Facilitates the EA MAC group decision process by ensuring the development, distribution, and display of information and archiving that will assist agency representatives in keeping informed of the total situation. The coordinator provides the data necessary for priority setting and allocation of resources.
 - Implements decisions made by the EA MAC group.
 - Receives reviews, distributes and implements EA MAC decisions to agency representatives and through established dispatch ordering channels.
- D. The EA MAC group situation unit coordinator position should be filled by an experienced situation unit leader and is responsible for the collection and organization of incident status and situation information and evaluation.
- E. The EA MAC group resources unit coordinator position should be filled by an experienced resources unit leader and is responsible for maintaining and providing current information regarding status of personnel, equipment, and aircraft committed and available within the EA MAC area of responsibility.
- F. The EA MAC group information unit coordinator position should be filled by an experienced information officer and is responsible for providing summary information from agency/incident information officers, as well as identifying sources for additional information to the media or other government agencies.
- G. Other support positions should be filled on an as needed basis.

EASTERN AREA MAC OPERATING PROCEDURES

The EA MAC group coordinator shall be mobilized at Planning Level 4.

The EA MAC group would normally be located at a location near EACC, but could work from other locations (or by conference call) depending on the complexity of the situation.

The EA MAC group is mobilized through EACC.

Normal flow of information to the EA MAC group is through dispatch/coordination centers (not incidents).

EA MAC will be activated at Planning Level 5.

EASTERN AREA MULTI-AGENCY COORDINATING GROUP (EA MAC) DECISIONS

All EA MAC Group decisions affecting the geographic area and/or sub-regional areas will be distributed electronically to all interagency partners.

FOLLOW-UP EVALUATION

The EA MAC Coordinator will document decisions and their results, and will report to the EA MAC during subsequent meetings.

INCIDENT SUPPORT ORGANIZATION (ISO) (NMG, Ch. 10)**MOBILIZATION PROCEDURES FOR MILITARY ASSETS (NMG, Ch. 10)**

For more information reference the Military Use Handbook, NFES 2175:

https://www.predictiveservices.nifc.gov/intelligence/military/Military_Use_Handbook_2006_2.pdf

INTERNATIONAL OPERATIONS (NMG, Ch. 10)**CANADA SUPPORT (NMG, Ch. 10)**

Mobilization involving the US and Canada are governed and directed by the diplomatic note, Reciprocal Forest Fire Fighting Arrangement Operational Guidelines, and by local initial attack agreements. (NMG, Ch. 10 and EMG, Ch. 90)

Requests to Canadian agencies will normally be made after US resources are depleted, shortages are projected, or reasonable timeframes cannot be met. All requests for use of Canadian Resources must be ordered through NICC, except for local mutual aid that does not include provisions for any reimbursement. The US may request air tankers from Canada only after all available contract, Call - When - Needed (CWN), aircraft have been mobilized. The US may request helicopters from Canada after all available contract and CWN helicopters have been mobilized.

Guidelines for Canadian Mobilization

Canadian resources can be mobilized into the Eastern Area through three different procedures:

- **Regionally:** Through the international agreement (NMG, Ch. 10).
- **Forests:** Through a border agreement for initial attack.
- **States:** Responding to a compact member and sent to state protected lands (remaining a State resource).

Policy and Operating Procedures: Under the Canada/United States Reciprocal Forest Fire Fighting Arrangement and associated operations plan, the same policies apply to Forest Service and Department of Interior (DOI) employees.

Mobilization: The Canadian Interagency Forest Fire Centre (CIFFC)/NIFC Operational Guidelines do not override or supersede any existing cooperative wildland firefighting arrangements such as border agreements. Local agencies sharing common international boundaries are encouraged to enter into border agreements to facilitate preparedness and initial attack on fires posing a common threat. Beyond this, federal employees may only be mobilized under the CIFFC/NIFC arrangement through NICC.

State Employees: The Canada/United States Reciprocal Forest Fire Fighting Arrangement does not specifically provide coverage for tort claims or liability for state employees, thus until there is resolution to this issue they cannot fill positions on Incident Management Teams or firefighting crews. The Federal AD hiring policy is only authorized within the US and is not applicable for international support.

Passport Issues: Due to changing policies and procedures, prior to mobilization, dispatch centers should contact EACC for current information regarding passport requirements for emergency incident response.

Aviation: It may become necessary for US firefighting personnel to be transported on aircraft owned or contracted by the Provinces of Canada. US firefighting personnel are approved to ride in aircraft that have been approved by the Provinces of Canada for the purpose of wildland firefighting.

AUSTRALIA AND NEW ZEALAND SUPPORT (NMG, Ch. 10)

MEXICO SUPPORT (NMG, Ch. 10)

OTHER NATIONS SUPPORT FOR LARGE SCALE MOBILIZATIONS (NMG, Ch. 10)

ORDERING CHANNELS (NMG, Ch. 10)

GEOGRAPHIC AREA COORDINATION CENTERS (GACCs) (NMG, Ch. 10)

EASTERN AREA COORDINATION CENTER (EACC)

EACC is the focal point for non-local resource ordering both within and outside the geographic area.

The Center Manager has been delegated authority from the Eastern Area Coordination Group (EACG) to set incident priorities and move resources throughout the geographic area and to geographic areas outside of the Eastern Area to meet incident needs.

The Eastern Area dispatch relationships have been established with the following dispatch centers:

- Central Appalachian Interagency Dispatch Center (WV-CAC)
- Delaware State Dispatch Center (DE-DESC)
- Emergency Incident Coordination Center (VA-EIC)
- Illinois Interagency Coordination Center (IL-ILC)
- Indiana Interagency Dispatch Center (IN-IIC)
- Maryland State Dispatch Center (MD-MDSC)
- Michigan Interagency Dispatch Center (MI-MIDC)
- Michigan State Dispatch Center (MI-MISC)
- Minnesota Interagency Coordination Center (MN-MNCC)
- Missouri-Iowa Interagency Dispatch Center (MO-MOC)
- New Jersey State Dispatch Center (NJ-NJSC)
- Northeastern Interagency Dispatch Center (NH-NEC)
- Ohio Interagency Dispatch Center (OH-OIC)
- Pennsylvania State Dispatch Center (PA-PASC)
- West Virginia State Dispatch Center (WV-WVSC)
- Wisconsin Interagency Dispatch Center (WI-WIC)
- Wisconsin State Dispatch Center (WI-WISC)

EASTERN AREA DISPATCH CENTERS

The seventeen (17) Eastern Area Dispatch Centers are responsible for coordinating the mobilization of resources within their areas of jurisdiction and the collection and dissemination of intelligence information on incidents within their area. These Dispatch Centers serve as the link between EACC and the individual Forests, Parks, Refuges, Tribes, BIA Agencies, States and other agencies.

Central Appalachian Interagency Dispatch Center - Unit ID: WV-CAC

This dispatch center is located on the Monongahela National Forest, Elkins, WV. CAC dispatches US Forest Service resources in West Virginia and Pennsylvania. They also dispatch for National Park Service resources in Ohio and Indiana, the Aberdeen Proving Grounds in Maryland, Fort Dix Army Base in New Jersey, and the National Weather Service and Center for Disease Control in West Virginia.

Delaware State Dispatch Center - Unit ID: DE-DESC

This dispatch center is located at the Dept. of Agriculture, Forest Service office, Dover, DE. DESC dispatches Delaware State resources.

Illinois Interagency Coordination Center - Unit ID: IL-ILC

This dispatch center is located on the Shawnee National Forest, Murphysboro, IL. ILC dispatches resources for Illinois State, US Forest Service, US Fish and Wildlife Service, National Park Service, and The Nature Conservancy located within Illinois.

Indiana Interagency Dispatch Center - Unit ID: IN-IIC

This dispatch center is located on the Hoosier National Forest, Tell City, IN. IIC dispatches resources for Indiana State, US Forest Service, US Fish & Wildlife Service, National Park Service, Crane Naval Weapons Depot, and The Nature Conservancy located within Indiana.

Maryland State Dispatch Center - Unit ID: MD-MDSC

This dispatch center is located at the DNR Forest Service office, Annapolis, MD. MDSC dispatches Maryland State resources.

Michigan Dispatch Center - Unit ID: MI-MIDC

This dispatch center is located on the Huron-Manistee National Forest, Cadillac, MI. MIDC dispatches resources for the US Forest Service, US Fish and Wildlife Service, Bureau of Indian Affairs, the National Park Service, and The Nature Conservancy located within Michigan.

Michigan State Dispatch Center - Unit ID: MI-MISC

This dispatch center is located at the DNR Forest, Mineral, & Fire Management office, Lansing, MI. MISC dispatches Michigan State resources.

Minnesota Interagency Coordination Center - Unit ID: MN-MNCC

This dispatch center is located at the Minnesota Interagency Fire Center, Grand Rapids, MN. MNCC dispatches resources Minnesota State, US Forest Service, Bureau of Indian Affairs, US Fish & Wildlife Service, National Park Service, National Weather Service, and The Nature Conservancy within Minnesota.

Missouri - Iowa Interagency Dispatch Center - Unit ID: MO-MOC

This dispatch center is located on the Mark Twain National Forest, Rolla, MO. MOC dispatches resources for the States of Missouri and Iowa, US Forest Service, US Fish and Wildlife Service, Bureau of Indian Affairs, National Park Service, National Weather Service, Boone County Fire Department, and The Nature Conservancy within Missouri and Iowa.

New Jersey State Dispatch Center - Unit ID: NJ-NJSC

This dispatch center is located at the Forest Fire Service office, Trenton, NJ. NJSC dispatches New Jersey State resources.

Northeastern Interagency Dispatch Center - Unit ID: NH-NEC

This dispatch center is located on the White Mountain National Forest in Campton, NH. NEC dispatches resources for the States, US Forest Service, US Fish & Wildlife Service, Bureau of Indian Affairs, National Park Service, National Weather Service, Department of Defense in Connecticut, New Hampshire, and New York and The Nature Conservancy within the States of Connecticut, Maine, Massachusetts, New Hampshire, New York, Rhode Island, and Vermont.

Ohio Interagency Dispatch Center - Unit ID: OH-OIC

This dispatch center is located on the Wayne National Forest, Nelsonville, OH. OIC dispatches resources for the Ohio State, US Forest Service, US Fish & Wildlife Service, National Park Service, National Weather Service, and The Nature Conservancy within Ohio.

Pennsylvania State Dispatch Center - Unit ID: PA-PASC

This dispatch center is located at the Bureau of Forestry, Division of Forest Fire Protection Office, Harrisburg, PA. PASC dispatches Pennsylvania State resources.

West Virginia State Dispatch Center - Unit ID: WV-WVSC

This dispatch center is located at the Division of Forestry Office, Charleston, WV. WVSC dispatches West Virginia State resources.

Wisconsin Interagency Dispatch Center - Unit ID: WI-WIC

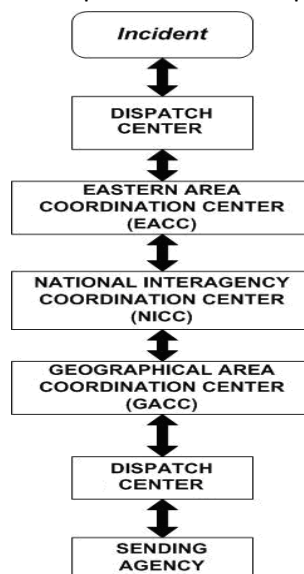
This dispatch center is located on the Chequamegon-Nicolet National Forest, Woodruff, WI. WIC dispatches resources for US Forest Service, US Fish & Wildlife Service, Bureau of Indian Affairs, National Park Service, Bureau of Land Management, and The Nature Conservancy within Wisconsin.

Wisconsin State Dispatch Center - Unit ID: WI-WISC

This dispatch center is located at the Division of Forestry Office, Cumberland, WI. WISC dispatches Wisconsin State resources.

ORDERING PROCEDURES (NMG, Ch. 10)

Resource order requests will be processed using the Resource Ordering and Status System (ROSS). Resource order requests, as the result of an incident, preparedness, severity, and wildland and prescribed fire will follow the established ordering channels displayed below. At the point in this flow chart when an order can be filled, reverse the process to insure proper notification back to the incident or requesting office.



ROSS NEIGHBORHOOD ORDERING

Dispatch centers may order resources from approved neighbors for initial attack, extended attack, severity, prescribed fire projects, planned management activities, and non-fire incidents in order to support incidents within their own dispatch center area.

Resource ordering standards apply for the movement of all resources. This includes initial attack procedures, resource orders, notifications for area resources, and ROSS travel and reassignment procedures. (Refer to NMG, Ch. 10)

Eastern Area Neighborhood Ordering Procedures:

- Neighborhood Ordering will be open year round.

- Dispatch Centers will utilize the closest forces concept when mobilizing resources.
- All orders must be placed in ROSS.
- All orders/requests will be followed up by a telephone call. The need for open communication between Dispatch Centers and EACC, as well as substantial documentation in ROSS, is critical in making this process a success.
- If the GACC needs a resource that has been mobilized neighbor to neighbor, the GACC will place the order with the Host Dispatch Center. Notification by phone call will occur to all affected Dispatch Centers and the information will be documented in ROSS.
- Dispatch Centers cannot re-assign resources to another Dispatch Center if that resource was originally mobilized through the Neighborhood Ordering policy without the permission of the resource's home Dispatch Center.
- At a Dispatch Center Manager's discretion and with GACC notification, a Dispatch Center may temporarily withdraw their participation in the neighborhood.
- EACC has the authority to withdraw Neighborhood Ordering. This may be due to prioritization of incidents and resources by the GACC/GMAC at higher Preparedness Levels and incident activity. All affected Center Managers will be consulted regarding this decision. When Neighborhood Ordering is temporarily withdrawn, orders will be placed through normal dispatch channels.
- Conference calls may be conducted for information sharing between neighbors and the GACC.
- An After Action Review will be conducted at the end of the season to document successes and identify areas for improvement.
- Orders for National resources (Type 1 Incident Management Teams, Buying Teams, Interagency Hotshot Crews, Type 1 and 2 helicopters, air tankers, 4390 radio starter kits, etc.) will not be included in Neighborhood Ordering. These requests will be placed to the GACC through normal dispatch procedures.
- Non-compliance with Neighborhood Ordering procedures may result in Neighborhood Ordering being turned off.
- Crossing geographic boundaries require a courtesy call to both GACCs.

Eastern Area/Southern Area Neighborhood Ordering Selection Areas:

The following list defines the neighborhood for each Dispatch Center which currently has established Neighborhood Ordering relationships.

<u>Dispatch Center</u>	<u>May order directly from:</u>
AR-AOC	MOC
IL-ILC	IIC, MOC
IN-IIC	ILC, MOC
MI-MIDC	MNCC, WIC, MISC, WISC
MN-MNCC	MIDC, WIC, MISC, WISC, NDC
MO-MOC	ILC, IIC, AOC
ND-NDC	MNCC
OH-OIC	CAC, DESC, MDSC, NJSC, PASC, WVSC
VA-VICC	CAC, WVSC
WI-WIC	MIDC, MNCC, WISC, MISC

WV-CAC	VICC, WVSC, NRPC, DESC, MDSC, NJSC, PASC
WV-WVSC	CAC, NRPC, VICC, DESC, MDSC, NJSC, PASC

INITIAL ATTACK AGREEMENTS

Agreements are established to authorize interagency involvement and provide cost effective suppression actions that benefit all agencies.

Within the Eastern Area, a unit may order resources directly from a neighboring unit, provided this direct ordering has been pre-identified in a written cooperative agreement or operating plan. When resources are requested utilizing a cooperative agreement, the sending unit can provide only the resources under its span of control. EACC should be notified when resources are committed. All initial attack resources responding to an incident under the authority of a cooperative agreement or operating plan cannot be reassigned to another unit's incident or be put into standby status without prior approval from the sending unit.

All resources initially ordered under cooperative agreements and remaining on the incident beyond the first 24 hours of initial attack must be formally ordered in ROSS using normal dispatch procedures. **This is the only instance that a ROSS "catch-up" Resource Order will be allowed.**

ORDERING BETWEEN LOCAL OFFICES ACROSS GACC BOUNDARIES

Local dispatch centers adjacent to one another may engage in resource ordering across GACC boundaries. Formal agreements will be required if there is any exchange of funds or a need for cross-billing authorities.

Local dispatch centers will work with their local fire management organizations to determine the type of resources (for example, single overhead resources, hand crews, equipment) and/or type of incidents (for example, initial attack/mutual aid, prescribed burning activities, natural resource work) that would be available to support neighboring zones.

The sending GACC must grant approval to the local center before any Geographic type resources are sent across GACC boundaries. Additional approval will be required as dictated by geographic and national preparedness levels and incident/resource prioritization. National resources cannot be mobilized without sending GACC approval.

Resources sent across GACC boundaries cannot be reassigned without prior approval from the sending GACC and the sending local unit. Initial attack resources will require a resource order processed through standard dispatch channels if extended beyond the first operational period.

SUPPORT TO BORDER FIRES (NMG, Ch. 10)

Border fires are defined as a wildfire that has crossed the boundary from one geographic area into another or where the fire is expected to cross the boundary within two burning periods. (NMG, Ch. 10)

Whereas both Geographic Areas have a vested interest and authority to provide resource support to the incident, they may order directly from each other in support of the incident. The following protocols apply:

- A single ordering point will be designated to ensure proper assignment and demobilization of resources. The incident will remain with the originating unit for situation reporting and prioritization.
- The dispatch organization designated as the single ordering point may place orders to either GACC using established ordering channels, however only the GACC of the originating unit expanded dispatch is authorized to place orders with NICC. Objectives, Policy, and Scope of Operation Chapter 10 2017 National Interagency Mobilization Guide 29.
- Prior to initiating border fire support operations, concurrence and agreement must occur between the two GACCs and NICC. In order to maintain effective coordination and ensure that the appropriate resources are mobilized, daily conference calls will be conducted between both GACCs and the expanded dispatch organization for the duration of the incident.

Existing Eastern Area border Agreements should be followed where applicable:

- Minnesota Incident Command System (MNICS) - Ontario and Manitoba, Canada
- Northeastern Compact - Quebec, Nova Scotia, and New Brunswick, Canada

UNIT IDENTIFIERS (NMG, Ch. 10)

GACC Unit Identifier Data Custodians are responsible for timely entry of proposed additions, modifications, and removals of Unit Identifiers and associated information in the system of record (SOR) upon receipt of written requests. GACC Unit Identifier Data Custodians are responsible to ensure the documented agency internal process has been completed and have authority to ensure appropriate NWCG Organizational Unit Codes are created.

The EACC Intelligence Coordinator is the Unit Identifier Data Custodian for the Eastern Area.

MOBILIZATION AND DEMOBILIZATION INFORMATION (NMG, Ch.10)

Travel information for resources will be transmitted by using the ROSS travel function. Each travel segment will identify mode of travel, carriers name with flight numbers, departure and arrival locations with estimated departure time and estimated arrival time (ETD/ETA) using the local time and time zone.

NON-INCIDENT RELATED ORDERING (NMG, Ch. 10)

Resource acquisition not related to an incident, preparedness, severity, and wildland fire may also follow these ordering procedures. The use of appropriate cost coding procedures is required.

PRIORITY TRAINEE MOBILIZATION PROGRAM STANDARD OPERATING PROCEDURES

The Priority Trainee (PT) Mobilization Program is designed specifically for national mobilization training assignments. If training opportunities develop within the Eastern Area, EACC will utilize the PT list to

facilitate trainee assignments as able. In order for the PT Program to succeed, there needs total commitment by the individual, the Supervisor, and the Agency Administrator.

[Operating Procedures](#) have been established by the EACG for effective and efficient implementation of the PT program.

Nominating Process

The Eastern Area Geographic Area Training Representative (GATR) will send a [letter](#) in December notifying Fire Managers of the nomination procedures, attach the [nomination form](#), and indicate submission deadlines. Individuals wishing to participate in the PT program will submit a nomination form along with a copy of their IQS/IQCS Master Record through agency accepted channels to their home unit. The home unit will prioritize each PT nomination by position and submit the nominations to their respective [Eastern Area Training Working Team \(EA TWT\) representative](#). EA TWT representatives will then prioritize the nominations by position for their respective agency/compact. The EA TWT will compile the Eastern Area PT List in mid to late February. This final [Eastern Area PT](#) list will be posted to EACC's website.

Requirements

Nominees must meet the [NWCG 310-1 prerequisite training and experience](#) for the trainee position. Forest Service trainees must also meet the requirements listed in the [Forest Service Fire & Aviation Qualifications Guide](#). Trainees must be in possession of an initiated, current Position Task Book (PTB). An agency can nominate a person for only a select number of ICS positions identified by EACG. A complete list of positions can be found in Appendix B of the [Eastern Area Priority Trainee Program Guide](#). Nominations that are not timely and complete will be returned to the EACG Agency Representative and will not be considered. All signatures on the nomination form are required.

Mobilization

When training requests come into EACC, EACC will fill requests from the "Available National" PT list first. If there are no PTs available to fill the order, EACC will then utilize other EA trainees. Open communication between the PT, their local dispatch center, the GATR, and EACC regarding availability status is critical, especially during National Preparedness Level 3 and above.

Name Requests

Name Requests for a trainee position will be honored providing the individual is on the PT list. Name requests for trainees not participating PT Program will not be honored provided there is a PT available to take the assignment. EACC will notify the requesting unit to advise of the available PT and request the Name Request be amended to accommodate the available PT. If the requesting unit agrees, then the request will be altered and filled with a PT. Conversely, if the requesting unit will not agree to the PT, then the requesting unit will be asked to retrieve the request.

- A Name Requests for a trainee positions on a "hard dollar" incident, such as an Rx burn, will be honored even if the individual is not on the PT list.
- A Name Request for a trainee position in which the individual is not on the PT list will be honored provided the individual is part of an IMT (Federal, State, National Interagency Management Organization (NIMO)) or other Team (Fire & Aviation Safety Team (FAST), Prevention, Buying, etc.) or if

the requesting Incident Commander agrees to order an additional trainee from the PT list. Many IMTs develop a list of trainees or apprentices that have applied to the Teams and are not on the EA PT list. These trainees are used to strengthen depth and continue the success of the teams.

- A Name Requests for a trainee positions in which the individual is not the PT list will not be honored and every attempt will be made to fill the request with an individual on the PT list. If the ordering unit is unwilling to accept the PT, then the name request may still be honored in cases where the name requested individual has specific knowledge, skills, or abilities essential to the effective management of the incident.

EMERGENCY/DISASTER RECOVERY PLANNING

Dispatch centers with mobilization responsibilities within the Eastern Area shall develop and maintain a disaster recovery plan specifically designated for implementation during an ordered emergency evacuation of existing facilities.

The recovery plan will pre-identify the location of facilities to be used and the processes to insure the transfer of personnel, supplies and related equipment required of dispatch mobilization.

The recovery plan will pre-identify two alternative locations. The primary alternative location should be within a reasonable driving distance. The secondary alternative location will be identified in a rural area, in a non-federal building, and beyond the fall out zone of a nuclear energy facility. The event that initiated the evacuation will dictate which location is to be used.

At the time of evacuation, the workload must be temporarily transferred to a neighboring dispatch center until the alternative location is fully functional and can resume operations. The recovery plan must pre-identify the alternative dispatch center, the process for the temporary transfer of workload, the estimated time to relocate and become fully functional.

All Dispatch Centers should provide EACC with a copy of their Emergency/Disaster Recovery Plans annually by April 1.

EACC CONTINUITY OF OPERATIONS PLAN (COOP)

Primary Alternative Location-COOP:

Emergency evacuation from the Gas Light Building, Milwaukee, WI, may occur at any time. EACC will implement COOP operations based on the emergency or event that caused the initial evacuation.

If the emergency evacuation occurs when EACC is staffed, the Center Manager or Deputy Center Manager will be responsible for implementing the COOP.

EACC staff will relocate to an alternative primary location within reasonable driving distance from the Gas Light Building. The actual location will be determined by the extent of the emergency. EACC will temporarily hand off the Center's workload to the Illinois Interagency Dispatch Center (IL-ILC) or Michigan Interagency Dispatch Center (MI-MIDC). IL-ILC or MI-MIDC will continue to manage resource order support for existing and future incidents during the relocation process. If possible, EACC will

provide telephone numbers and evacuation notification to all Dispatch Centers within the Eastern Area, NICC, GACCs, and multi-agency coordinating group members by a single group mailing or fax prior to exiting the Gaslight Building.

Permanent staff will obtain prepositioned items (laptop computers, office supplies, fax machine, printers) en route to the new location.

Once established at their COOP site, a new telephone number list will be shared through the same distribution list. At this time, EACC will resume normal operations and conduct the handoff process with IL-ILC or MIDC.

Secondary Alternative Location-COOP:

EACC has two secondary alternative locations identified within 200 miles north and west of the Center. The actual location will be determined by the extent of the emergency.

Both COOP plans are on file at EACC and are updated and exercised annually for preparedness, efficiency and mobility.